



# Non-Merit Job Vacancy Announcement

## EXECUTIVE DIRECTOR

<b>Pay Grade:</b>	0	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	Commensurate with experience	<b>Work Schedule:</b>	Mon-Fri 7.5 hr/day
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Kentucky Environmental Education Council  
**Work Address:** Temp: 500 Mero St, Frankfort. Permanent: 300 Sower Blvd, Frankfort.  
**Work County:** Franklin

### AGENCY COMMENTS:

Preferred Qualifications:

- Master's degree in education, environmental education, public administration, business, law or a related field.
- Demonstrated success in grant writing and budget management.
- Certified or Master Environmental Educator.
- Familiarity with the Kentucky Environmental Education Master Plan, the Kentucky Environmental Literacy Plan, the National Guidelines for Excellence in Environmental Education, and the Kentucky Academic Standards.
- Familiarity with Kentucky state government operations, policies, and procedures, and educational reform efforts in Kentucky.
- Experience working with a board of directors.

Overnight and out-of-state travel will be required. This position often requires working long hours. This is a non-merit, unclassified service position (See KRS 18A.115).

For additional information, please contact Beth Steinle, Director of Human Resources in the Education and Workforce Development Cabinet, at [Beth.Steinle@ky.gov](mailto:Beth.Steinle@ky.gov).

### DESCRIPTION OF JOB DUTIES:

- Directs administrative and program operations for the Kentucky Environmental Education Council. Provides leadership in and direction for implementation of KRS 157.900-915 (view these statutes here: <http://keec.ky.gov/AboutUs/Pages/History.aspx>).
- Provides statewide leadership and planning for environmental education for the population of Kentucky through the cooperative efforts of educators, government agencies, businesses, and public interests. Coordinates and facilitates meetings of multiple statewide committees. Develops partnerships with internal and external stakeholders.
- Fundraises for the agency. Directs and plans agency budget. Drafts and ensures compliance with agency contracts.
- Follows directives and implements guidance from a nine-member council appointed by the governor, which

represents a balance of educational, environmental, and industrial interests.

- Provides general guidance through management regarding implementation, changes, and evaluation of program operations. Oversees the implementation of all agency programs and functions, including the Kentucky Green and Healthy Schools program, accreditation and implementation of the Kentucky Environmental Educator Certification program, the 5-year Environmental Education Master Plan, the Survey of Kentuckians' Environmental Knowledge, Attitudes, and Behaviors, and the Kentucky Environmental Literacy Plan.
- Complies with all state statutes, regulations and policies.
- Oversees the implementation of all agency outreach, including special events, agency publications, websites, and social media accounts. Conducts public speaking engagements.
- Manages 1-2 staff members.

#### **MINIMUM REQUIREMENTS:**

##### **EDUCATION:**

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives.

##### **EXPERIENCE:**

Sufficient professional level experience which would assure the knowledge, skills and abilities to accomplish agency objectives.

##### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

#### **ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

#### **HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 8/14/2016)**

[Posted on: 7/27/2016]

Submit a resume, cover letter with salary requirements, and contact information for at least three professional references to the attention of Beth Steinle, via email to [Beth.Steinle@ky.gov](mailto:Beth.Steinle@ky.gov). Complete an application at <https://personnel.ky.gov/NonMeritCandidate/>.

**Contact Name:** Beth Steinle

**Contact Method:** [Beth.Steinle@ky.gov](mailto:Beth.Steinle@ky.gov)

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